



Oklahoma State Department of Health  
Creating a State of Health

8/17/2016

Magnolia Hotels  
1401 Commerce Street  
Dallas, TX 75201

To: Guest Reservation

Please find attached the Credit Card Authorization for Billing, OSDH Lodging Letter, copy of my OSDH Id, copy of my P-card, and Oklahoma Tax Exempt Letter (73-6017987) for the following OSDH employees:

Joyce Marshall  
Alicia Lincoln  
Paul Patrick

Lodging Confirmation #DAL-F1104533  
Lodging Confirmation #DAL-F1104560  
Lodging Confirmation #DAL-F1104559

**Please sign this form as proof of receipt of the above referenced forms and fax to 405-271-1897 Attention Robin Potter.**

*verified by phone*

*Richard White*  
Received by (please print)

8-17-16 @ 4:04 pm  
Date

Thank you for your assistance in assuring our employee has a pleasant stay at your establishment.

Sincerely,

*Robin L. Potter*

Robin L. Potter  
Admin. Assistant  
OSDH-CFHS-Nursing Service  
Phone 405-271-5183 ext. 56531  
Fax 405-271-1897



Oklahoma State Department of Health  
Creating a State of Health

To (Lodging Establishment): Magnolia Hotels - Dallas, Tx  
From (Travel Coordinator Name): Robin Potter  
Agency Name & Phone No.: Oklahoma State Department of Health 405/271-5183  
Subject: Reservation for Employee Traveling on Official Business for the State of Oklahoma  
Date: 8/17/16  
VISA Account No: XXXX XXXX XX50 9775  
Name of Employee Traveling: Joyce Marshall  
Confirmation No.: DAL-F1104533  
Name/Fax No. of Lodging Establishment: Magnolia Hotels P 214-915-6500  
F 214-253-0053

The Oklahoma State Department of Health requests the information provided in this letter be accepted and used to approve a hotel reservation for the employee identified herein.

The last six digits of the above referenced account number is a VISA account issued to (Robin Potter), Travel Coordinator for The Oklahoma State Department of Health, an Oklahoma state agency, and used solely for individuals traveling on behalf of such agency.

The employee named above is traveling on official state business, which requires lodging from 8/21/16 to 8/22/16, unless extenuating circumstances require a longer or shorter stay. The employee need only provide legal proof of identification.

The cardholder hereby authorizes lodging expenses for the employee named herein to be charged to the above referenced account. The lodging establishment must have a full refund cancellation policy in place if advance payment is required.

The employee is responsible for any and all personal expenses (i.e. room service, parking, telephone calls, etc.) incurred and the payment thereof. **Personal expenses shall not be posted on the state purchase card identified in this letter.**

Please submit any charges not appearing on the receipt at time of check-out to:

Travel Coordinator Name: Robin Potter

Agency Name: The Oklahoma State Department of Health

Telephone: 405-271-5183

Fax: 405-271-1897

For verification of card security code, tax exemption, or any questions regarding this transaction, please contact the Agency Travel Coordinator listed above. Thank you.

Robin Potter  
Travel Coordinator signature

8-17-16  
Date



1401 Commerce Street  
Dallas, TX 75201  
(214) 915-6500

Attn: Front Desk Management Fax (214) 253-0053

This letter hereby authorizes the use of my credit card at Magnolia Hotel Dallas by:

Marshall, Joyce Confirmation #DAL-F1104533

(Hotel Guest Name) Last First

For the dates of:


8/21/16 through 8/22/16  
(Arrival Date) (Departure date)

The following charges are to be applied to my credit card: (please check one)

☒ Room and tax only

☐ Room and tax, plus specified incidentals  
(Please list):

☐ All charges

  
Cardholder Signature

8/10/16

Date

Robin Potter  
Cardholder Name Printed

405-271-5183  
Contact Phone Number

OSDH  
Company (if this is a corporate card)

1000 NE 10<sup>th</sup> St  
Cardholder Billing Address

OKC, OK 73117-1299  
City, State, Zip code

robinlp@health.ok.gov  
Email Address

\*\*\*\*\* Credit Card Information \*\*\*\*\*

Amex Disc Diners Mastercard ☒ Visa

11/18 055  
Expiration date CW2 Code

4 7 1 5 2 9 X X X X X 9 7 7 5  
First 6 Digits Last 4 Digits

- Please do not include the full Credit Card number. If this is a card other than the card used to make the reservation, a Hotel Representative will contact you for the missing digits.
- A copy of the cardholders ID is required with the return of this form.
- The hotel guest will still be required to present a valid credit card and Government issued ID upon check in.
- Please be advised the hotel will charge the credit card once the information is received.

Thank you for making a reservation with Magnolia Hotels. Your confirmation and details of your reservation are below. If you need to make any changes or speak directly to a customer service representative, please send us a note to [dalres@magnoliahotels.com](mailto:dalres@magnoliahotels.com).



Reservation Number:	DAL-F1104533
Arrival Date:	Sunday, August 21, 2016
Departure Date:	Monday, August 22, 2016
Guest Name:	Joyce Marshall
Room Type:	Queen
Room Rate*:	\$99.00
Number of Rooms:	1

Rate does not include applicable taxes and fees of 15.26% Subject to change.

**Payment** - A valid credit card in your name is required upon check-in. Please notify the front desk if you are using a debit card.

**Hotel Policies** - View a list of hotel policies

**Cancellation Policy** - Should your plans change, please cancel by 4:00pm the day prior to your arrival to avoid a cancellation fee of one night's lodging plus tax.

**Check-In / Check-Out** - 3:00PM / 11:00AM

**Complimentary Amenities:**

- Daily Breakfast Service (M-F 6-9AM - Sat/Sun 7-10AM)
- Evening Beer and Wine Reception (5:30-6:30PM)
- Bed Time Cookies and Milk (8-10PM)
- High Speed Internet Access



**Join today, it's free and easy**

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email address (Important: This is your Stash membership ID)	
<input type="text"/>	
By clicking "Join Stash Now" you certify that you have read and agree to the Terms & Conditions.	<input type="button" value="Join Stash Now"/>



Oklahoma State Department of Health  
Creating a State of Health

To (Lodging Establishment): Magnolia Hotesl - Dallas, TX  
From (Travel Coordinator Name): Robin Potter  
Agency Name & Phone No.: Oklahoma State Department of Health 405/271-5183  
Subject: Reservation for Employee Traveling on Official Business for the State of Oklahoma  
Date: 8/17/16  
VISA Account No: XXXX XXXX XX50 9775  
Name of Employee Traveling: Alicia M. Lincoln  
Confirmation No.: DAL-F1104560  
Name/Fax No. of Lodging Establishment: Magnolia Hotels P 214-915-6500  
F 214-253-0053

The Oklahoma State Department of Health requests the information provided in this letter be accepted and used to approve a hotel reservation for the employee identified herein.

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The cardholder hereby authorizes lodging expenses for the employee named herein to be charged to the above referenced account. The lodging establishment must have a full refund cancellation policy in place if advance payment is required.

The employee is responsible for any and all personal expenses (i.e. room service, parking, telephone calls, etc.) incurred and the payment thereof. **Personal expenses shall not be posted on the state purchase card identified in this letter.**

Please submit any charges not appearing on the receipt at time of check-out to:

Travel Coordinator Name: Robin Potter

Agency Name: The Oklahoma State Department of Health

Telephone: 405-271-5183

Fax: 405-271-1897

For verification of card security code, tax exemption, or any questions regarding this transaction, please contact the Agency Travel Coordinator listed above. Thank you.

Robin Potter  
Travel Coordinator signature

8-17-16  
Date



1401 Commerce Street

Dallas, TX 75201

(214) 915-6500

Attn: Front Desk Management Fax (214) 253-0053

This letter hereby authorizes the use of my credit card at Magnolia Hotel Dallas by:

Lincoln, Alicia M.

Confirmation #DAL-F1104560

(Hotel Guest Name) Last

First

For the dates of:

8/21/16

(Arrival Date)

through 8/22/16

(Departure date)

The following charges are to be applied to my credit card: (please check one)

☒ Room and tax only

☐ Room and tax, plus specified incidentals  
(Please list):

☐ All charges

Robin Potter  
Cardholder Signature

8/10/16

Date

Robin Potter  
Cardholder Name Printed

405-271-5183  
Contact Phone Number

OSDH  
Company (if this is a corporate card)

1000 NE 10<sup>th</sup> St

Cardholder Billing Address

OKC, OK 73117-1299  
City, State, Zip code

robinlp@health.ok.gov  
Email Address

\*\*\*\*\* Credit Card Information \*\*\*\*\*

☐ Amex ☐ Disc ☐ Diners ☐ Mastercard ☒ Visa

11/18  
Expiration date

055  
CW2 Code

4 7 1 5 2 9 XXXXXX 9 7 7 5  
First 6 Digits Last 4 Digits

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- A copy of the cardholders ID is required with the return of this form.
- The hotel guest will still be required to present a valid credit card and Government issued ID upon check in.
- Please be advised the hotel will charge the credit card once the information is received.

# MAGNOLIA HOTEL DALLAS RESERVATION CONFIRMATION



Dear alicia lincoln

Thank you for making a reservation with Magnolia Hotels. Your confirmation and details of your reservation are below. If you need to make changes or speak directly to a customer service representative, please send us a note at [stay@magnoliahotels.com](mailto:stay@magnoliahotels.com).

Reservation Number:	DAL-F1104560	Arrival Date:	08/21/2016	Departure Date:	08/22/2016
Guest Name:	alicia lincoln			Room Type:	Q
Room Rate*:	DATE	RATE TYPE	RATE		
	08/21/16	GOVP	\$99.00		

\*Tax is not included in the rates listed above.

Cancel Policy: Cancel by 4pm local hotel time 1 day prior to arrival to avoid fee of 1st night room rate plus tax.

Guarantee Policy: A Valid Credit Card is Required to Guarantee Reservation

Payment Policy: A valid credit card and ID in your name are required upon check-in. Please notify the front desk at check-in if you are using a debit card.

Check-In / Check-Out: 3:00 PM / 11:00 AM

\$114.11 after taxes & Fees

It Feels Good Here. 

1401 Commerce Street - Dallas, Texas 75201 - (P)214.915.6500 - (F)214.253.0053

Toll-Free Reservations 888.915.1110 [MagnoliaHotels.com](http://MagnoliaHotels.com)

Magnolia Hotels are managed by Denver-based Stout Street Hospitality



Oklahoma State Department of Health  
Creating a State of Health

To (Lodging Establishment): Magnolia Hotels - Dallas, TX  
From (Travel Coordinator Name): Robin Potter  
Agency Name & Phone No.: Oklahoma State Department of Health 405/271-5183  
Subject: Reservation for Employee Traveling on Official Business for the State of Oklahoma  
Date: 8/17/2016  
VISA Account No: XXXX XXXX XX50 9775  
Name of Employee Traveling: Paul Patrick  
Confirmation No.: DAL-F1104559  
Name/Fax No. of Lodging Establishment: Magnolia Hotels P 214-915-6500  
F 214-253-0053

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The employee is responsible for any and all personal expenses (i.e. room service, parking, telephone calls, etc.) incurred and the payment thereof. **Personal expenses shall not be posted on the state purchase card identified in this letter.**

Please submit any charges not appearing on the receipt at time of check-out to:

Travel Coordinator Name: Robin Potter

Agency Name: The Oklahoma State Department of Health

Telephone: 405-271-5183

Fax: 405-271-1897

For verification of card security code, tax exemption, or any questions regarding this transaction, please contact the Agency Travel Coordinator listed above. Thank you.

RP Potter  
Travel Coordinator signature

8-17-16  
Date

# MAGNOLIA HOTELS

1401 Commerce Street

Dallas, TX 75201

(214) 915-6500

Attn: Front Desk Management Fax (214) 253-0053

This letter hereby authorizes the use of my credit card at Magnolia Hotel Dallas by:

Patrick, Paul Confirmation #DAL-F1104559

(Hotel Guest Name) Last

First

For the dates of:

8/21/16

(Arrival Date)

through 8/22/16

(Departure date)

The following charges are to be applied to my credit card: (please check one)

☒ Room and tax only

☐

Room and tax, plus specified incidentals  
(Please list):

☐

All charges

  
Cardholder Signature

8/10/16

Date

OSDH

Company (if this is a corporate card)

1000 NE 10<sup>th</sup> St

Cardholder Billing Address

Robin Potter

Cardholder Name Printed

OKC, OK 73117-1299

City, State, Zip code

405-271-5183

Contact Phone Number

robinlp@health.ok.gov

Email Address

## \*\*\*\*\* Credit Card Information \*\*\*\*\*

Amex Disc Diners Mastercard ☒ Visa

11/18

Expiration date

055

CW2 Code

4 7 1 5 2 9 X X X X X X 9 7 7 5  
First 6 Digits Last 4 Digits

- Please do not include the full Credit Card number. If this is a card other than the card used to make the reservation, a Hotel Representative will contact you for the missing digits.
- A copy of the cardholders ID is required with the return of this form.
- The hotel guest will still be required to present a valid credit card and Government issued ID upon check in.
- Please be advised the hotel will charge the credit card once the information is received.

## MAGNOLIA HOTEL DALLAS RESERVATION CONFIRMATION



IT FEELS GOOD HERE

A feeling remarkably different than that of chain or branded hotels.



Dear paul patrick

Thank you for making a reservation with Magnolia Hotels. Your confirmation and details of your reservation are below. If you need to make changes or speak directly to a customer service representative, please send us a note at [stay@magnoliahotels.com](mailto:stay@magnoliahotels.com).

Reservation Number:	DAL-F1104559	Arrival Date:	08/21/2016	Departure Date :	08/22/2016
Guest Name:	paul patrick			Room Type:	Q
Room Rate*:	DATE 08/21/16	RATE TYPE GOVP		RATE \$99.00	

\*Tax is not included in the rates listed above.

**Cancel Policy:** Cancel by 4pm local hotel time 1 day prior to arrival to avoid fee of 1st night room rate plus tax.

**Guarantee Policy:** A Valid Credit Card is Required to Guarantee Reservation

**Payment Policy:** A valid credit card and ID in your name are required upon check-in. Please notify the front desk at check-in if you are using a debit card.

Check-In / Check-Out: 3:00 PM / 11:00 AM

It Feels Good Here. 

1401 Commerce Street - Dallas, Texas 75201 - (P)214.915.6500 - (F)214.253.0053

Toll-Free Reservations 888.915.1110 [MagnoliaHotels.com](http://MagnoliaHotels.com)

Magnolia Hotels are managed by Denver-based Stout Street Hospitality

STATE OF OKLAHOMA  
TAX EXEMPT 73-6017987



Purchasing Card

VALID FROM 11/15 VALID TO 11/18  
ROBIN POTTER  
34000 OSDH

9775

VISA



OKLAHOMA STATE  
DEPARTMENT OF HEALTH

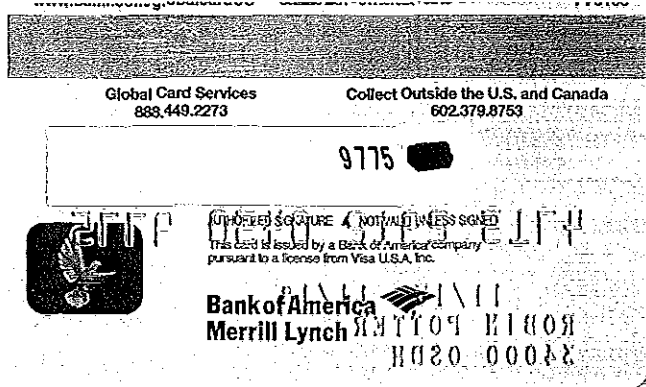
EMPLOYEE



ROBIN POTTER

ADMINISTRATIVE ASSISTANT

143278



#### MISSION

To protect and promote health, to prevent disease and injury, and to cultivate conditions by which Oklahomans can be healthy.

#### VISION

Creating a State of Health

#### VALUES

**Leadership** - To provide vision and purpose in public health through knowledge, inspiration and dedication and serve as the leading authority on prevention, preparedness and health policy

**Integrity** - To steadfastly fulfill our obligations, maintain public trust, and exemplify excellence and ethical conduct in our work, services, processes, and operations.

**Community** - To respect the importance, diversity, and contribution of individuals and community partners.

**Service** - To demonstrate a commitment to public health through compassionate actions and stewardship of time, resources, and talents.

**Accountability** - To competently improve the public's health on the basis of sound scientific evidence and responsible research.

Tammy Howard  
State P-Card Administrator  
Central Purchasing



Scott Schlthauer  
Director

State of Oklahoma  
Office of Management and Enterprise Services

---

To whom it may concern:

Per the State of Oklahoma P-Card Procedures and the OK Tax Commission:

The Oklahoma State Sales Tax Number is 736017987 and printed clearly on the State issued P-Card. The State of Oklahoma does have employees who travel on official business with the State and should not be charged tax on hotel/lodging rates per the below:

#### 6.5 State Sales Tax

---

State Entity purchases are exempt from the State of Oklahoma sales tax. P/Cardholders should use care to ensure they are not being charged nor paying such tax. P/Cardholder shall obtain a credit from the vendor for any sales tax charged. The sales tax identification number is provided on the face of each P/Card. A copy of the Oklahoma Tax Commission letter citing state sales tax exemption is located on the DCS website. State Entity purchases made out of state are not exempt from that state's sales tax; however, it is possible some states may not charge state sales tax on a transaction, depending on reciprocal statutes, tax laws, etc. **State Entities also have immunity from taxes imposed by municipalities. Therefore, State Entities should not be paying taxes to Oklahoma municipalities, including sales tax, hotel occupancy tax, entertainment tax, etc.**

(See DCAR Newsletter Vol 20, No. 6, dated March 11, 2010 for more information)

Please feel free to contact my office should you need any further clarification.

Sincerely,

A handwritten signature in cursive script that reads "Tammy Howard".

Tammy Howard  
State of Oklahoma P-Card Administrator  
Contract Officer, CPO

\* \* \* Communication Result Report ( Aug. 17. 2016 3:44PM ) \* \* \*

1)  
2)

Date/Time: Aug. 17. 2016 3:41PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1947 Memory TX	912142530053--79183	P. 13	OK	

## Reason for error

E. 1) Hang up or line fail  
E. 3) No answer  
E. 5) Exceeded max. E-mail size

E. 2) Busy  
E. 4) No facsimile connection  
E. 6) Destination does not support IP-Fax

Community and Family Health Services  
Oklahoma State Department of Health  
1000 N.E. Tenth Street  
Oklahoma City, OK 73117-1299  
405-271-5183  
405-271-1897 (FAX)

Oklahoma State  
Department of Health

**Fax**

To: Magnolia Hotels From: Robin Potter  
Fax: 214-253-0053 Date: August 17, 2016  
Phone: 214-915-6560 Pages: 13  
Re: CC:  
Urgent: For Review Please Comment Please Reply Please Recycle

## Comments:

Dear Sir/Madam:

I am forwarding to you a credit card authorization form and a Lodging Template for Joyce Marshall, Alice Lincoln, and Paul Patrick. Charges are not to be charged until they check into the hotel. If you have any questions and/or concerns, please do not hesitate to contact me at 405-271-5183. Thank you.

B

Community and Family Health Services  
Oklahoma State Department of Health  
1000 N.E. Tenth Street  
Oklahoma City, OK 73117-1299  
405-271-5183  
405-271-1897 (FAX)

**Oklahoma State  
Department of Health**

# Fax

To: Magnolia Hotels

From: Robin Potter

Fax: 214-253-0053

Date: August 17, 2016

Phone: 214-915-6500

Pages: 13

Re:

CC:

Urgent:

For Review

Please Comment

Please Reply

Please Recycle

**Comments:**

**Dear Sir/Madam:**

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*RP*